

**Charlotte County  
Board of County Commissioners  
Community Action Agency Advisory Board  
May 7, 2012 Bylaw Committee Meeting Minutes**

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**Members Present:**

Alleen Miller, Paul Froeschle, Kim Gaut

**Members Excused:**

Phillip Wickstrom and Frank Desguin

**Members Absent:**

Commissioner Deutsch, Mary(Dee)Rutko, Peter Burnett, Kathleen Nelson, Diane Corriveau, Michael Haymans, and Eunice Wiley

**Staff Present:**

Emily Lewis, Jessica Ralston and Lori A. Tetreault(Asst. County Attorney)

**1. Welcome-Roll Call**

Everyone present introduced themselves to the group. Paul Froeshcle chaired the meeting at 3:03pm.

**2. Review of Monitoring Report**

Emily Lewis discussed the Florida Department of Economic Opportunity(DEO) Report(AttachmentA) concentrating on the Findings and Concerns that need addressed or changed to comply with the DEO's policy recommendations. Emily referenced the first Finding that needs addressed which is Petitioning Procedure to which there needs to be an outline included in the Bylaws(AttachmentB) that would allow anyone to petition the board for representation on the Board of Directors. Emily Lewis discussed the Second Finding on the Bylaws which states that the CSBG Agreement Recipient comply with non-discrimination provisions.

**3. Review of Current Bylaw and Recommend Changes**

Kim Gaut recommended that the verbiage for Finding 1, be located under Article II, Community Action Agency Advisory Board Membership. Emily Lewis agrees with Kim Gaut. Kim Gaut questioned where does it state in the Bylaws how the members/board is selected? Emily answered that in Article II, Section I A, details the nature of the elections and/or appointments to the Board. Kim Gaut also states that maybe we need to include in the Bylaws how the actual appointments and/or Board members are identified, elected or represented. Emily Lewis explained the difference between the composition of the board and how the TriPartite nature of the board is broken up into three different groups. Emily questions Lori Tetreault regarding petition, on whether or not the people that are petitioning are petitioning the Board of County Commissioner or the CAAAB Board? Lori Tetreault stated that the DEO letter is vague, but that the board of the directors is whom is being petitioned, and that board refers to the CAAAB Board. Lori Tetreault also states that the verbiage may also be a new sub-section. Paul Froeschle, Emily Lewis, Lori Tetreault and Kim Gaut discuss potential additional section to the Bylaws and put into writing to the Chair of the CAAAB board for approval. There was additional discussion regarding

position appointments for the private sector and low-income representatives. Emily Lewis and Lori Tetreault discuss Bylaws in detail so that Lori has a better understanding of the process and how the Board of County Commissioners participation with the CAAAB is performed. Kim Gaut stated that with all that has been said, then maybe the verbiage for Finding I, should go under Article IV since the petition refers to a private sector section.

Emily Lewis stated that in the CAAAB Bylaws there are no indication or language that outlines compliance with non-discrimination provisions. Kim Gaut recommended that the language for non-discrimination be added into Section 2, the Purposes of the CAAAB Program and Board. Paul Froeshle recommended that the non-discrimination language be incorporated into the beginning so there is no question of the non-discrimination nature of the board. Lori Tetreault will include the language and draft a new/updated Bylaw, and once completed, she will forward to Emily for distribution to the CAAAB Board.

Emily Lewis stated to the present members that our office will be submitting the Plan of Action to DEO. The County attorney's office will work on revisions to the Bylaws. The CAAAB July 2012 meeting will be timeframe for the CAAAB board to approved the revisions of the Bylaws and that by August 2012 we will be able to submit all revisions that were approved to the Board of County Commissioners for approval.

Emily Lewis brought up an issue to the CAAAB board, that the current bylaws on how we form committees such the standing committees which include a program coordinating committee and Bylaws Committee. Emily Lewis suggested that address this issue while we are making changes to the Bylaws. Lori Tetreault inquired on if anyone had any suggestions to where to put such verbiage and what they wanted the Bylaws to describe. Emily Lewis suggested that the Chairperson create AHAC as necessary. Lori Tetreault suggested that a new section be created at the end of Article III.

#### **4. Public Comments**

None.

#### **5. Members' Comments**

None.

#### **6. Adjournment:**

The meeting was adjourned at 3:43 pm. The next CAAAB meeting will be held Thursday, July 19, 2012 at Tringali Park 3460 N. Access Rd., Englewood, FL 34224.

Respectfully Submitted,



Recording Secretary